SNOHOMISH COUNTY PUBLIC TRANSPORTATION BENEFIT AREA
DBA COMMUNITY TRANSIT
Snohomish County, Washington
January 1, 1992 Through December 31, 1992

Schedule Of Findings

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1. Community Transit Officials Should Collect Accurate Data For The Annual Section 15
    Report

    During 1992 vanpool officials did not collect all of the necessary data for preparation of
    the Section 15 report. The actual revenue miles were not tracked for the vanpool's annual
    Section 15 report. The revenue miles that were tracked for this report were not tracked for
    the vanpool's annual Section 15 report. The revenue miles that were tracked for this report
    were not recorded properly. The revenue miles often included "deadhead" miles.
    Deadhead miles are those recorded for schedule maintenance service trips, getting gas, and
    personal use of the vanpool vehicle. The deadhead miles should not be included in the
    calculation of actual revenue vehicle miles. Also, there was no evidence of review by the
    vanpool supervisor to ensure the accurate data was being collected.

    49 *Code of Federal Regulations* 630 defines vehicle revenue miles as the miles a vehicle
    travels when in revenue service. Revenue service includes that time when the vehicle is
    available to the public and there is reasonable expectation of carrying passengers who pay
    fares.

    Vanpool officials were not aware of the requirements for the collection of data for the
    Section 15 report.

    The Section 15 data is used in the allocation of federal funds. Inaccurate collection of data
    could result in inaccurate information on the transit's Section 15 report. Furthermore, the
    transit's federal funding could be jeopardized.

    We recommend vanpool officials:

    a. Collect the data for the actual vehicle miles. The actual vehicle miles should
        include scheduled miles and deadhead miles.

    b. Collect the actual revenue vehicle miles and not include the deadhead miles in
        this calculation.

    c. Consistently review the collection of the data to ensure reliability and accuracy.
        The review should be evident by the supervisor's signature and a date.